

**FORMS REQUIRED BY THE GENERAL ACCOUNTING OFFICE**

<u>FORM</u>		<u>DUE DATE</u>
	<b>Main Checklist</b>	
Form 60	General Survey and Checklist	July 16
	<b>Cash and Equivalents</b>	
Form 3	Cash Accounts Other than Revolving Funds	July 23
Form 3A	For each account listed on Form 3	July 23
Form 4	Cash Equivalents Not Held by State Treasurer	July 23
Form 4A	For each one listed on Form 4	July 23
Form 5	Investments Not held by State Treasurer	July 23
Form 5A	For each one listed on Form 5	July 23
	<b>Inventory</b>	
Form 26	Inventory Summary	July 23
	<b>Fixed Assets</b>	
Form 44	Fixed Assets Checklist	August 20
Form 46	Fixed Assets Summary	August 20
Form 48	Fixed Assets Accumulated Depreciation Form	August 20
Form 49	Fixed Asset Additions Reconciliation	August 20
Form 50	Gains and Losses on Dispositions of Fixed Assets	August 20
	<b>Compensated Absences</b>	
Form 30-1	Compensated Absences Summary Form	August 27
	<b>Miscellaneous Revenues</b> <i>(Receivable or Deferred Revenue)</i>	
Form 6	Misc. Revenues Summary Form – All Funds	August 27
	<b>Loan/Note Receivable</b>	
Form 19	Loan/Note Receivable	August 27
Form 21	Refunds Receivable and Related Accounts Summary	August 27
	<b>Grants</b>	
Form 15	Federal Financial Assistance Checklist	September 3
	Federal Financial Assistance Reconciliation	September 3
Form 18	Federal Assistance - Other	September 3
	<b>Related Party</b>	
Form 51	Related Party Form	August 27
	<b>Pollution Remediation Obligations</b>	
Form 52	Pollution Remediation Obligations Form	August 27